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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 21 November 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 41, 15 November - 23 November 1960

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1. Instructor Attends National Archives Seminar on Filing: Miss [REDACTED] attended the Filing Operations Session conducted by National Archives on Wednesday, 16 November 1960. This training session was one part of the Records Management Seminars, and it was through arrangements made by the Agency Records Management Staff that she was able to attend. Miss [REDACTED] is the Clerical Training instructor who participates in the joint Office of Training--Records Management Filing Workshops conducted in the Agency. She said she felt the National Archives personnel who presented the subject matter could benefit by attending one of our all-day training sessions on filing. Mr. [REDACTED] of Records Management agreed with her comment.

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2. Logistics Expresses Need for English Course: Mr. [REDACTED] Training Officer for the Office of Logistics, indicated that if Clerical Refresher Training could conduct a class in the immediate vicinity of his office, he had approximately 30 clericals who had need for a class in English Usage. This is just another indication of the advisability of having Clerical Refresher conducted where the "customers," the on-duty Agency clerical personnel, can attend.

3. Number in Clerical Orientation Training: During the week of 14 November 1960, the Clerical Orientation program was not held. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

4. Number in Clerical Induction Training: During the week of 14 November - 18 November 1960, there were 35 trainees in Clerical Induction Training; of these, 7 entered classes for the first time.

5. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 14 November - 18 November 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	7	1
Shorthand	2	0

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(b) The results of the tests administered to clerical applicants for the week 14 November - 18 November 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	11	3
Shorthand	1	0

6. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to the on-the-job Agency employees on 14 November 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	5	0
Shorthand	12	1

7. Personnel Note: The members of the Clerical Training Staff entertained in honor of Miss [REDACTED] on Wednesday noon. Miss [REDACTED] plans to be married on December twenty-fifth. Mrs. [REDACTED] will be leaving Clerical Training on November thirtieth.

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